

Approving Official Batch Memo

Date: \_\_\_\_\_

Unit Batch Number\*: \_\_\_\_\_  
(example: ID-BOD-001)

To: Casual Payment Center  
1249 South Vinnell Way, Suite 108  
Boise, ID 83709  
(Please overnight mail / Call Casual Payment Center for Saturday delivery)

From: \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Unit Address \_\_\_\_\_

\*\*If coming directly from an incident please provide an incident agency contact name and phone number.

☐ Check here if you would like a confirmation of processed batch sent to you.

\_\_\_\_\_  
Email address or fax number for batch confirmation

Subject: Payment of Casual Hire, Emergency Firefighter Time Reports

Attached are the forms necessary for processing casual hire payrolls as follows:

Number of OF-288s in Batch: \_\_\_\_\_  
Number of Casual Names submitted (attach list): \_\_\_\_\_  
(For Crews attach Crew Manifest)

I have verified, attached, or have on file the following:

1. OF-288s have been audited and are attached, including signatures of the casual (if available) and an **original** Time Officer signature on line 26 of the OF-288.
2. I-9s are completed and on file at the hiring unit (the CPC will return any I-9s to the hiring unit).
3. W-4s and State withholding forms are complete and attached, or previously submitted.
4. Verified Cost Accounting Data.
5. Other (explain): \_\_\_\_\_

.....  
If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_ .

As approving official, I certify the attached OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Department of the Interior Pay Plan for Emergency Workers.

**Print Approving Official Name:** \_\_\_\_\_

APPROVING OFFICIAL SIGNATURE: \_\_\_\_\_

Job Title: \_\_\_\_\_

\*A unique batch number should be assigned to each payroll submitted. Please reference the applicable batch number when contacting the Casual Payment Center with questions.